

SiteManager **Training Manual**



Module I
Chapter 3

Accessing SiteManager Via CITRIX

Student's Version

Indiana Department of Transportation
December 2007, Version 3.7b

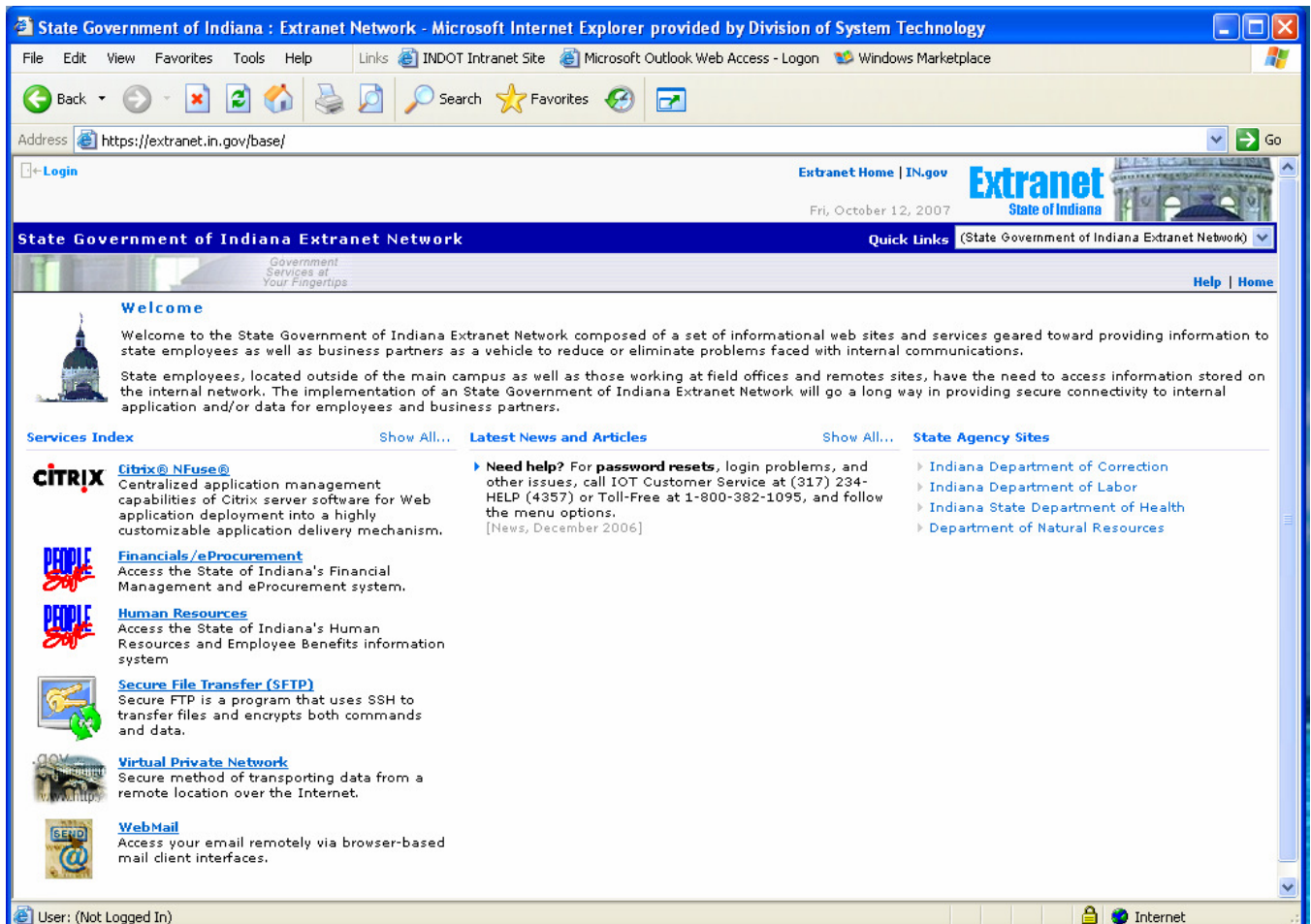
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Download and Install CITRIX ICA Client

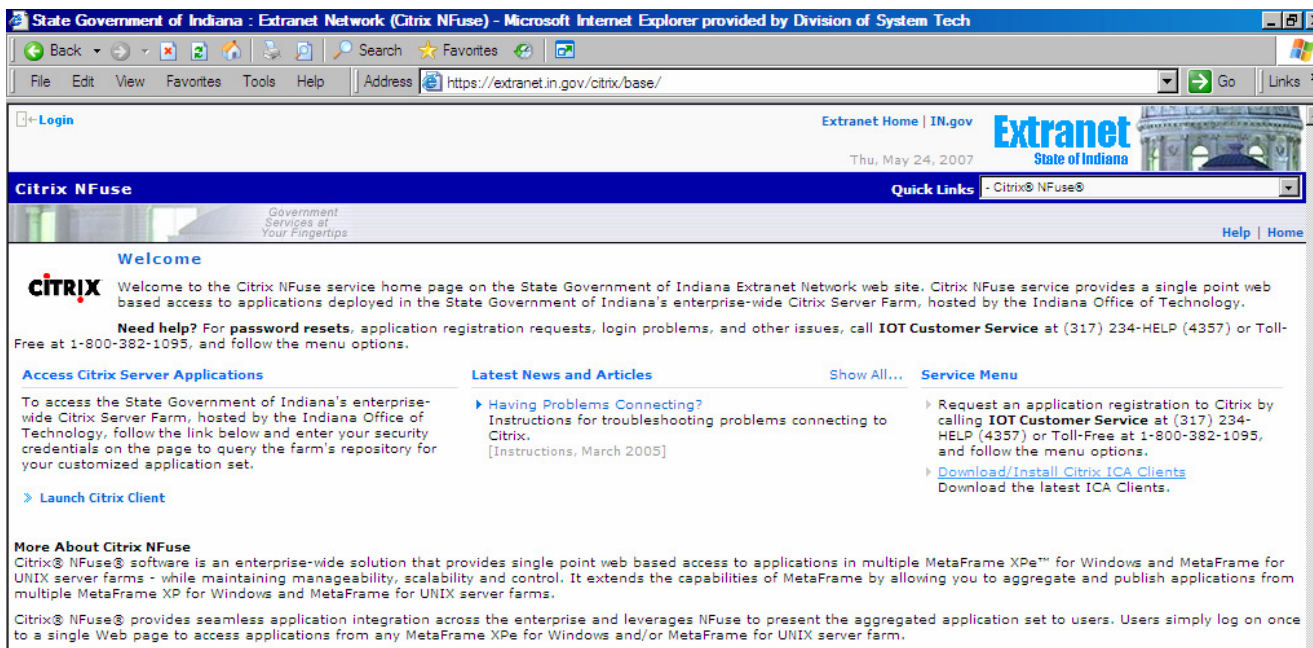
In order to use the Web-based CITRIX NFuse application access system it first necessary to determine if the necessary Client software is loaded.

If not loaded then open Internet Explorer and input the following address

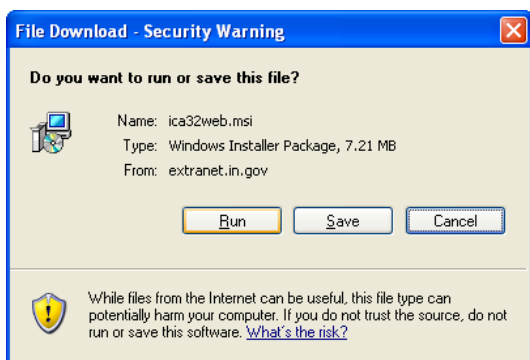
<https://extranet.in.gov/base/>



When the **Indiana Extranet Network** homepage opens, “click” on **CITRIX NFuse**.



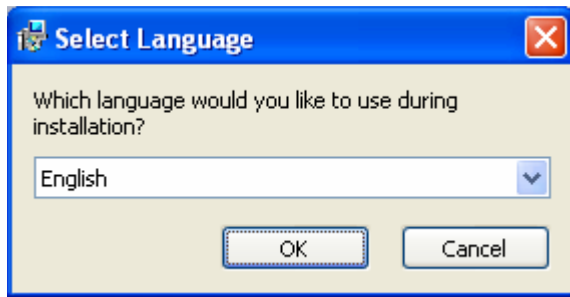
When the CITRIX page opens “click” on [Download/Install CITRIX ICA Clients](#) Under the **Service Menu** heading located on the right side of the page. Follow the instructions given during the download/install procedure.



“Click” on **Run**.



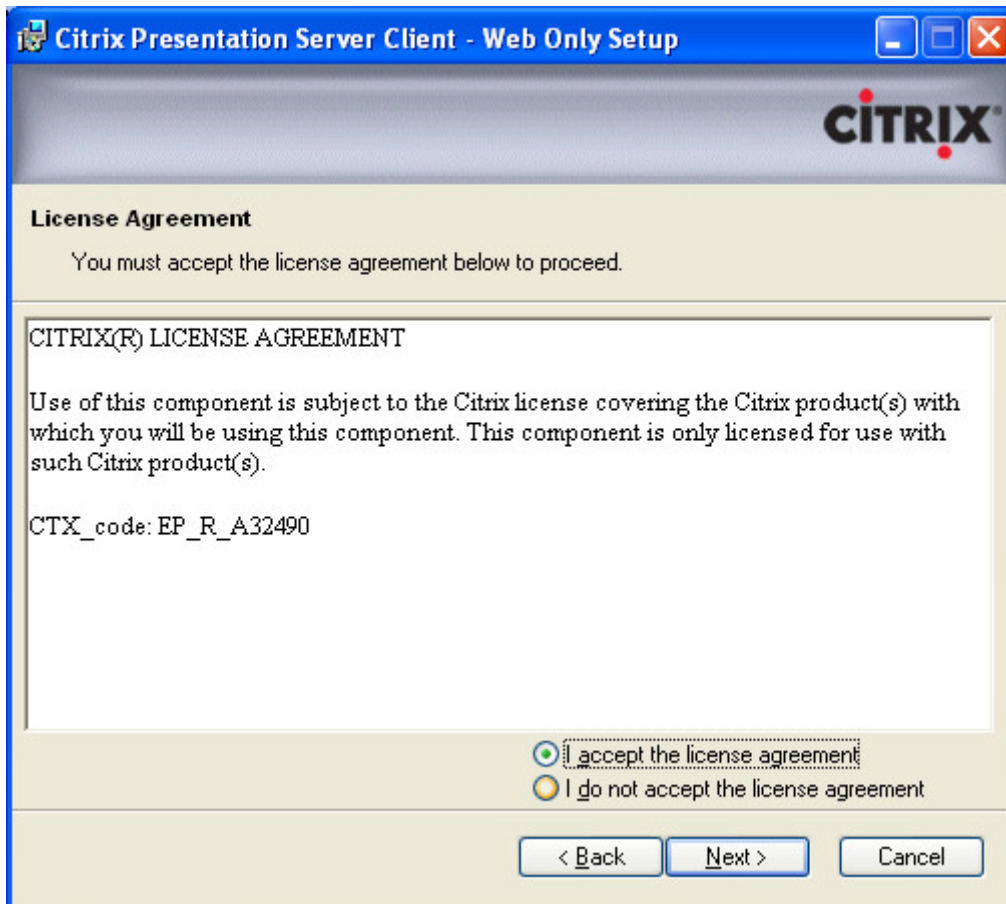
At the security warning, “click” on **Run**.



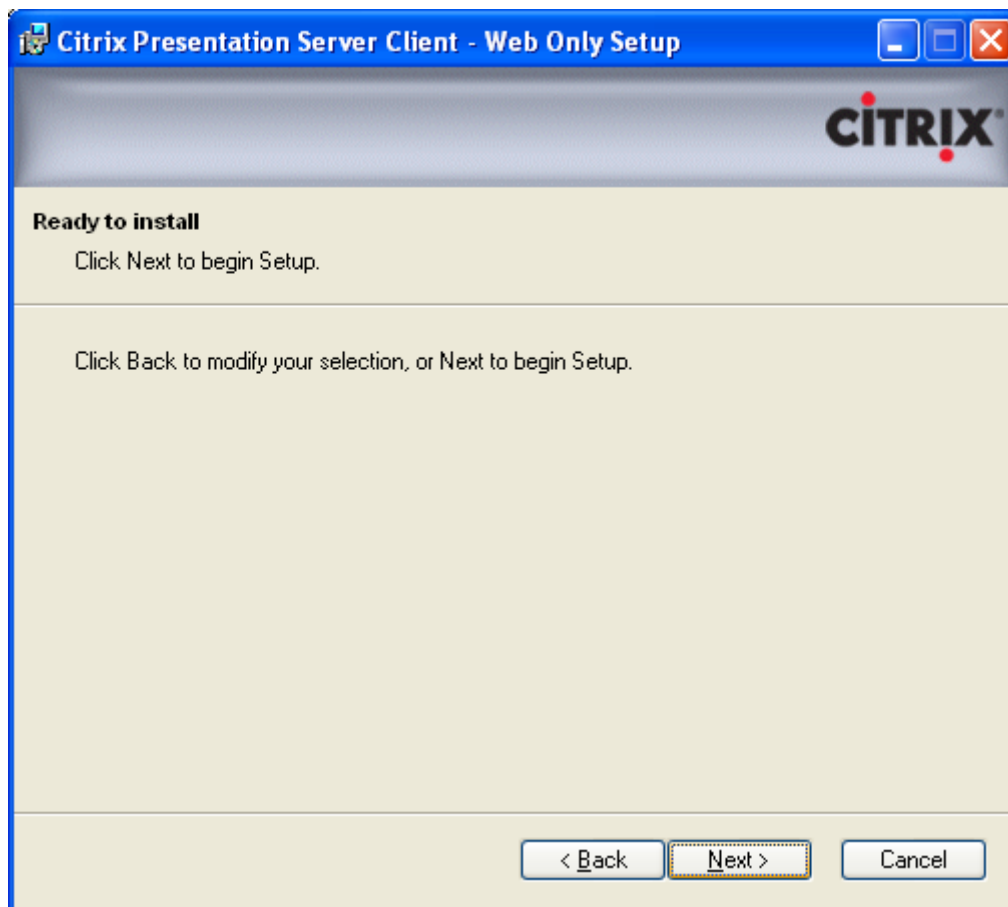
“Click” on **OK**



“Click” on **Next**.



“Click” on I accept **the license agreement**, then “Click” on **Next**.



“Click” on **Next**

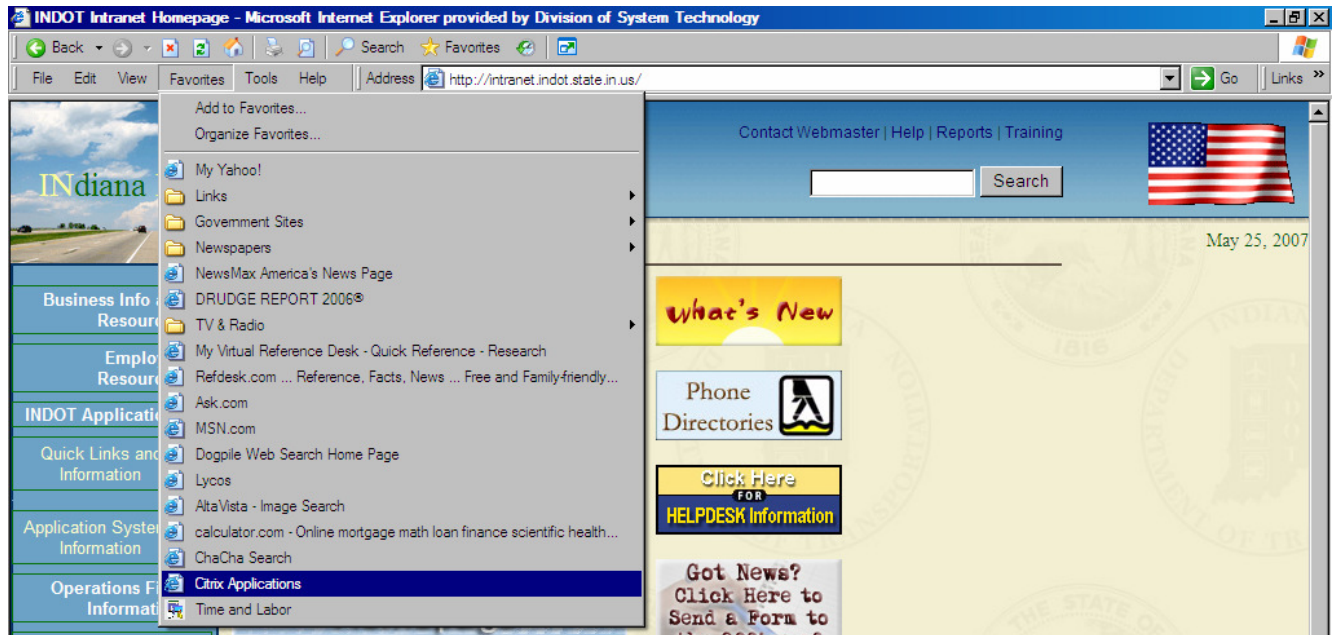
The Citrix software will now install.



After the installation is complete, “Click” on **Finish**.

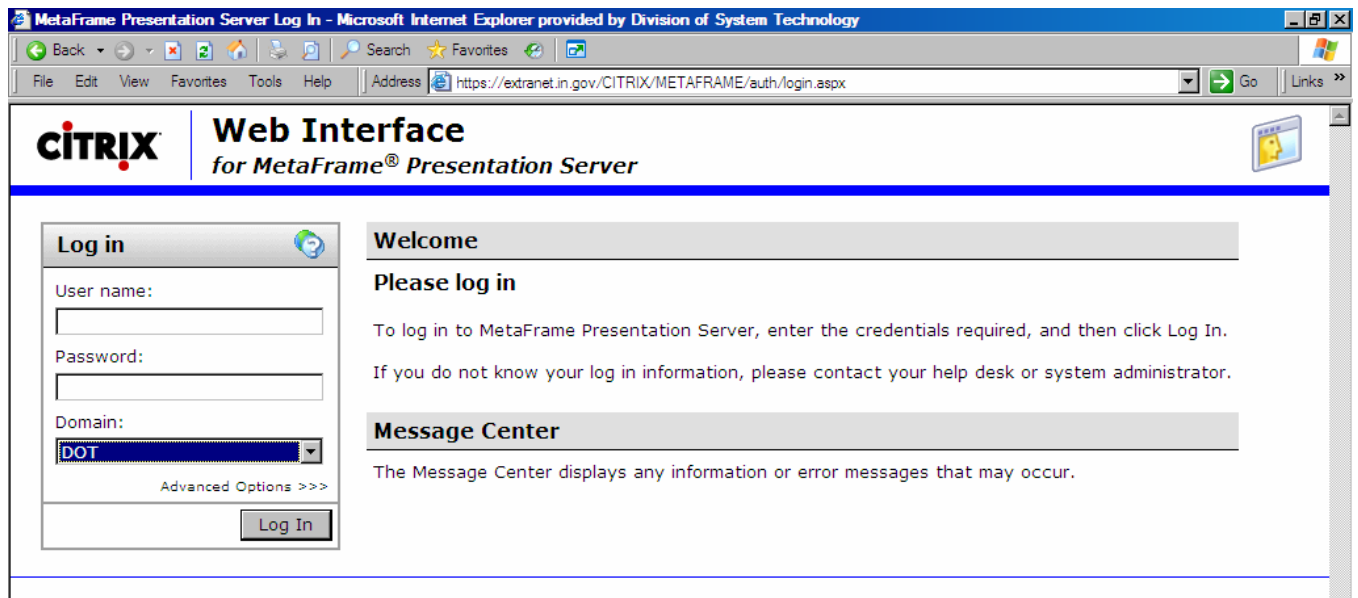
Accessing SiteManager Via CITRIX

This chapter will describe how to access SiteManager using the CITRIX NFuse client.



After opening **Internet Explorer**, “click” on the **Citrix Applications** link in the Favorites Window

or enter: <https://extranet.in.gov/CITRIX/METAFRAME/auth/login.aspx>



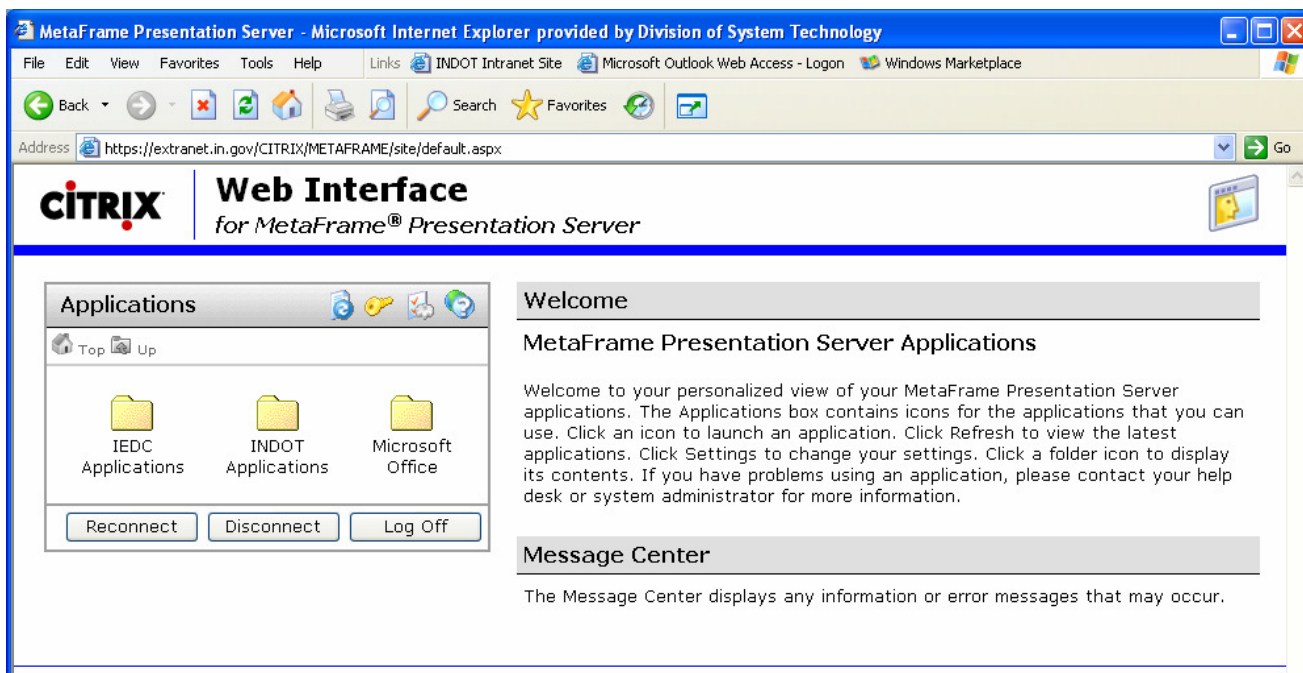
In the Log in panel, type in the following information.

User name: your LAN User ID

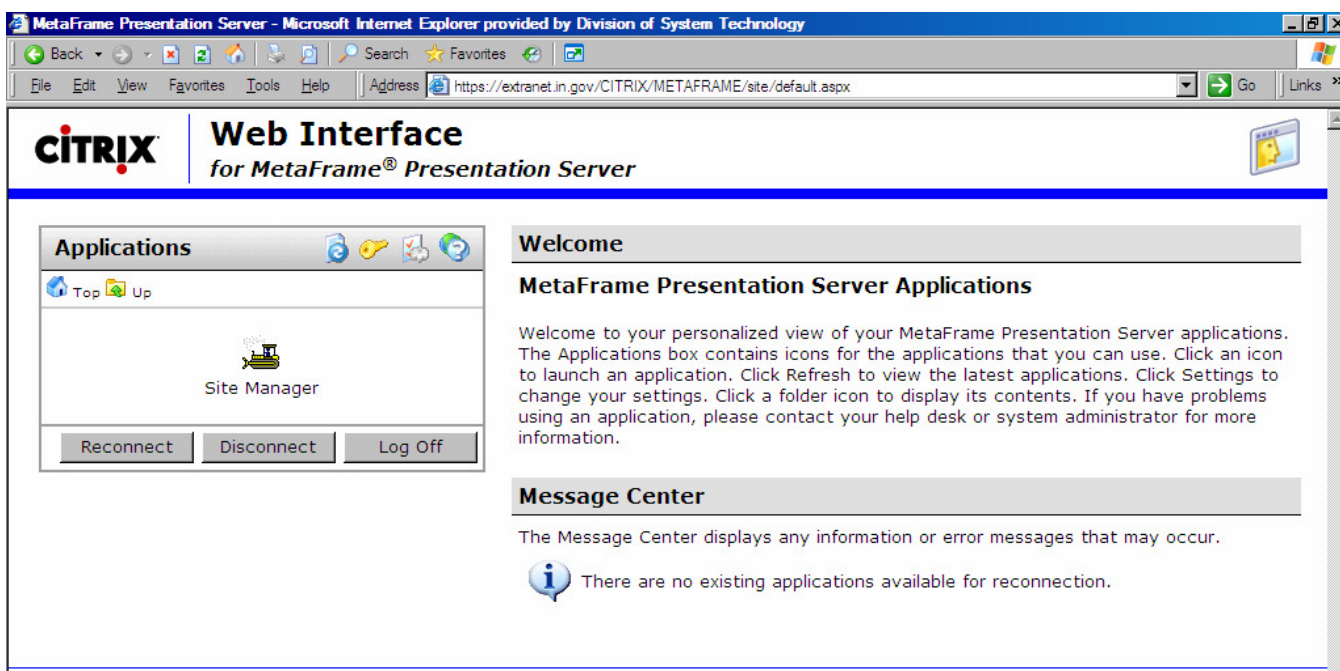
Password: your LAN Password

Domain: DOT

“Click” on the **Log In** button.



“Click” on the **INDOT Applications** folder.



“Click” on the **SiteManager** icon.



After all the pop-up windows and script have run the **SiteManager** Log in screen appears.

Enter the appropriate SiteManager **User Id** and **Password** and “click” on the **Logon** button.

Accessing SiteManager

The user will enter a unique User ID at the SiteManager logon screen. The User ID is case sensitive, therefore; pay attention to the Caps Lock key. For this training, the User ID for logging into SiteManager will be given to you at the beginning of each exercise. When working in the production version of SiteManager, the User ID will be the same as a user's LAN Logon ID, in all lower case letters.

Using the LAN ID and establishing a secret password identifies the individual working during any given session. The user should consider their password the same as a signature on a legal document and protect it as if it was a signature on a blank check. **DO NOT** give anyone your password as this will allow them to enter information under your ID which would make you responsible for that information and constitute the falsification of State documents, which could result in a prosecutable event.

Note: User ID's are

- log in 3 times incorrectly = locked out
- expires in 90 days (message will indicate when password needs to be changed)

Logging into SiteManager in Server Mode for the First Time or After the User's Password has Been Reset



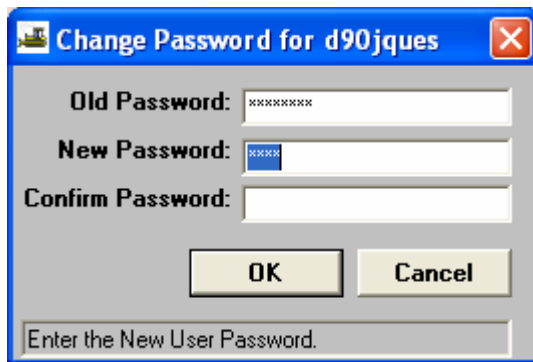
**Trainer's Note: Use User ID = d90jques
Password = PASSWORD**

Verify that the **User ID** corresponds with your User ID. The User ID is the same as the Lan logon ID in all lower case letters. If it is not your User ID, "Type" the correct User ID in the User ID field.

The first time a user logs into SiteManager or after the password has been reset for the user, enter the word **PASSWORD** (all upper case letters) in the **Password** field. Verify the selection in the **Connect To** field is **Server**. The **Change Password** button will be highlighted. "Click" the **Change Password** button.

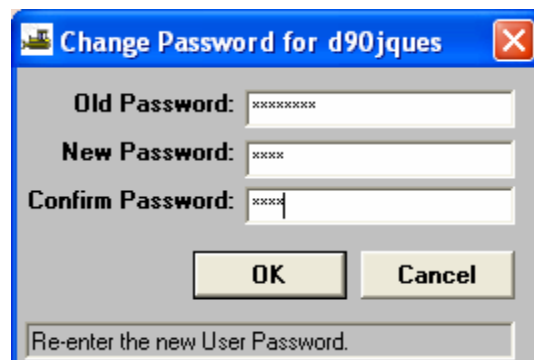


"Click" in the **Old Password** field and enter **PASSWORD** (all upper case letters) in the **Old Password** field.

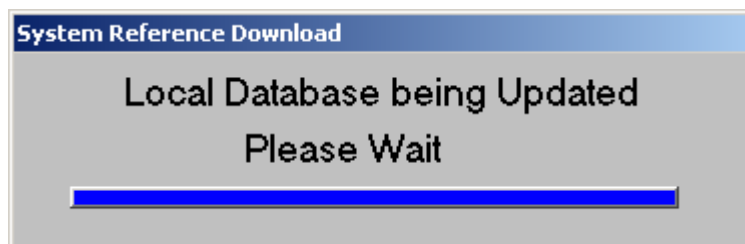


Note: your password should be safeguarded as you would your signature. Sharing your password would allow someone else to forge information under your user ID.

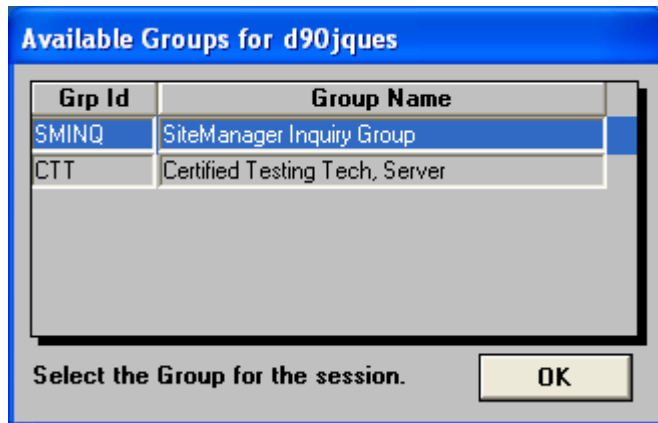
“Click” in the **New Password** field. Enter the new password in the **New Password** field. The password is case sensitive, can be a combination of letters and numbers, and contains four to eight characters.



“Click” in the **Confirm Password** field and re-enter the new password in the **Confirm Password** field. “Click” the **OK** button.



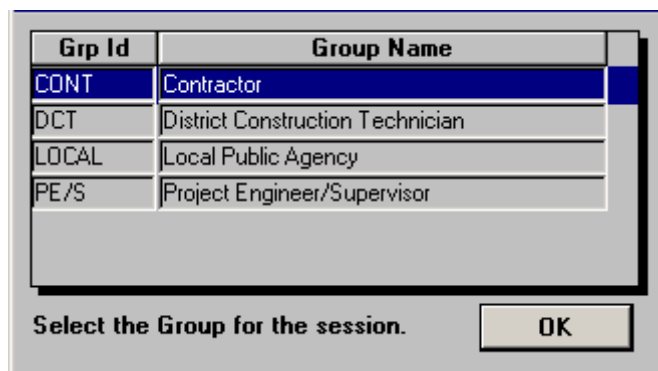
The System Reference Download will occur.



“Click” on the appropriate **Group Name**, then “click” the **OK** button.

Note: If a user is assigned to only one group, the **Available Groups** window will not appear. SiteManager will automatically open after clicking the OK button on the **Change Password** window.

Trainer’s Note: PE/S will get the following screen until Contractor and Local Public Agency are online.



Logging into SiteManager in Server Mode for the First Time or After the User's Password has Been Reset

I-1-1-a Group Exercise

In the following exercise, Conrad Crete is accessing SiteManager for the first time. Log into SiteManager with the user ID of d90ccret.

Double click on the SiteManager Training icon located on the desktop

User Id:	Enter	<u>d90ccret</u>
Password	Enter	<u>PASSWORD</u>

“Click” **Change Password**

Old Password:	Enter	<u>PASSWORD</u>
New Password:	Enter	<u>pass</u>
Confirm Password:	Enter	<u>pass</u>

Trainer's Note: Click **File** located on the Menu Bar, then click **Exit** from the drop-down list to exit SiteManager.

Logging into SiteManager in Server Mode to Change a Password



Trainer's Note:
User ID = d90sdey
Password = pass

Note: your password should be safeguarded as you would your signature. Sharing your password would allow someone else to forge information under your user ID.

Verify that the **User ID** corresponds with your User ID. The User ID is the same as the lan logon ID in all lower case letters. If it is not your User ID, “Type” the correct User ID in the User ID field.



“Type” your **Password** in the Password box.

The password is case sensitive. Verify the selection in the **Connect To** field is **Server**.

“Click” the **Change Password** button.



Change Password for d90sdey

Old Password:

New Password:

Confirm Password:

OK Cancel

Enter the Old User Password.

Click” in the **Old Password** field and enter your old password which is the same password as in the previous step in the **Old Password** field.



Change Password for d90sdey

Old Password:

New Password:

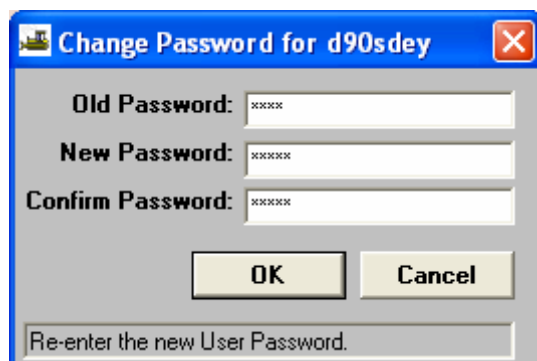
Confirm Password:

OK Cancel

Re-enter the new User Password.

Note: your password should be safeguarded as you would your signature. Sharing your password would allow someone else to forge information under your user ID.

“Click” in the **New Password** field. Enter the new password in the **New Password** field. The password is case sensitive and can be a combination of letters and numbers up to 8 characters long.



Change Password for d90sdey

Old Password:

New Password:

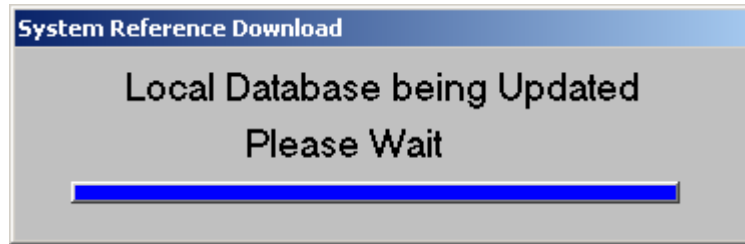
Confirm Password:

OK Cancel

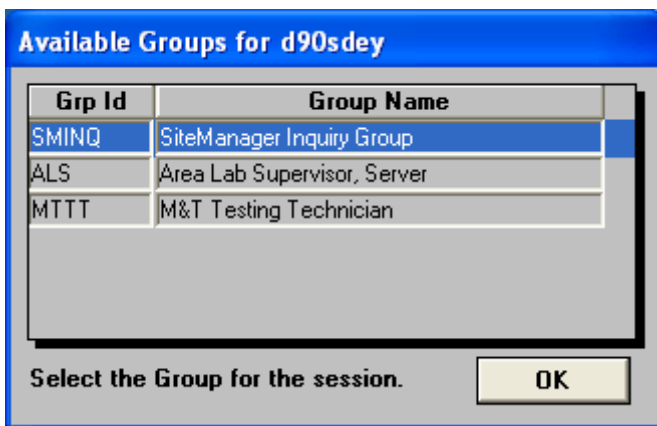
Re-enter the new User Password.

“Click” in the **Confirm Password** field and re-enter the new password in the **Confirm Password** field.

“Click” the **OK** button.



The System Reference Download will occur.



“Click” on the appropriate **Group Name**, then “click” the **OK** button.

Note: If you are assigned to only one group, the Available Groups window will not appear. SiteManager will automatically open after clicking the “logon” button.

Logging into SiteManager in Server Mode to Change a Password

I-1-1-b Group Exercise

In the following exercise Cuff Link is accessing SiteManager to change his password. Log into SiteManager with the user ID of d90clink.

Double click on the SiteManagerTraining icon located on the desktop

User Id: Enter d90clink

Password Enter pass

“Click” **Change Password**

Old Password: Enter pass

New Password: Enter pass1

Confirm Password: Enter pass1

Trainer’s Note: Click **File** located on the Menu Bar, then click **Exit** from the drop-down list to exit SiteManager.

Logging into SiteManager in Server Mode



Trainer's Note:
User ID = d90bclip
Password = pass

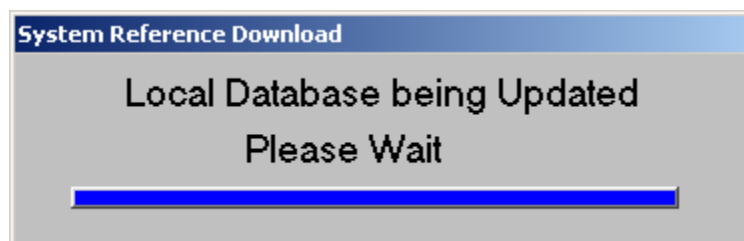
Note: your password should be safeguarded as you would your signature. Sharing your password would allow someone else to forge information under your user ID.

Verify that the **User ID** corresponds with your User ID. The User ID is the same as the lan logon ID in all lower case letters. If it is not your User ID, “Type” the correct User ID in the User ID field.

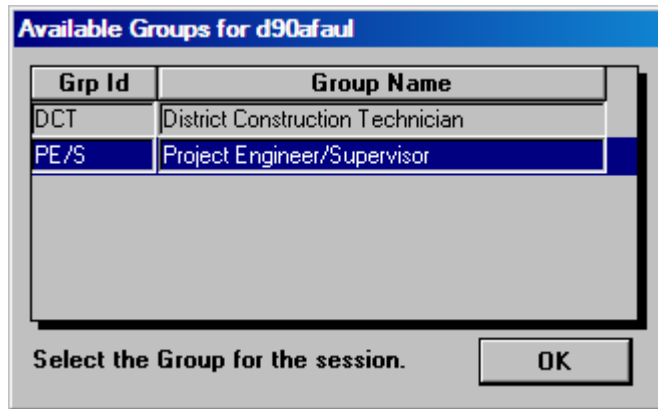
“Type” your **Password** in the Password box. The password is case sensitive, so pay attention as to how the password is entered.

Note: The password is case sensitive. The user will be locked out of SiteManager if the password is entered incorrectly three times in a row. To avoid this, if the password is entered incorrectly two times in a row, “click” on the **Close** button and start again.

Verify the selection in the **Connect To** field is **Server**. “Click” the **Logon** button. This will allow you to enter SiteManager in Server mode.



The System Reference Download will occur.



“Click” on the appropriate **Group Name**, then “click” the **OK** button.

Note: If you are assigned to only one group, the Available Groups window will not appear. SiteManager will automatically open after clicking the “logon” button.

Logging into SiteManager in Server Mode

I-1-1-c Group Exercise

In the following exercise Sand Berdino is logging into SiteManager. Log into SiteManager with the user ID of d90sberd.

Double click on the SiteManager icon located on the desktop.

User Id:	Enter	<u>d90sberd</u>
Password:	Enter	<u>pass</u>
Connect To:	Select	<u>Training Server</u>

Trainer's Note:

Connect To: field

- Training Database = Training Standalone
- Production Database = Standalone